

HCSIS Alert!

Department of
Mental
Retardation

Don't forget! Sign up for training on the Revised Incident Reporting Process. There are still plenty of times and dates available. See last page for details.

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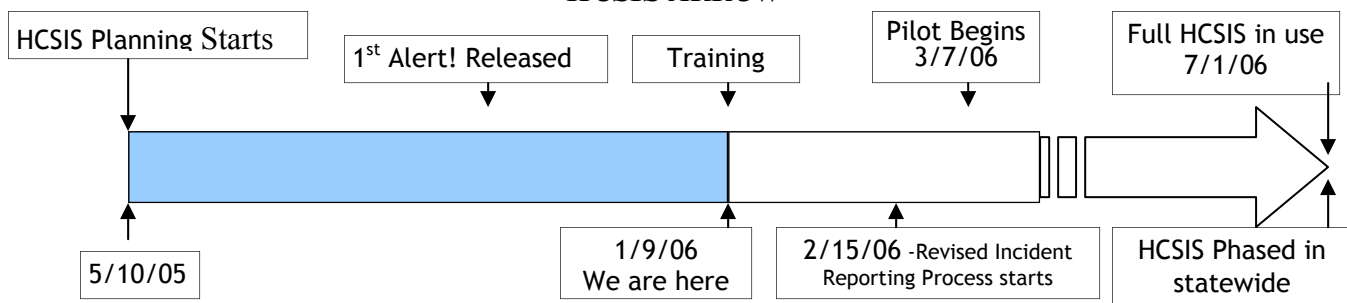
Contact Hans H. Toegel at:
(617) 624-7781 or at:
Hans.H.Toegel@dmr.state.ma.us
with questions.

Call the weather line at (617) 624-7808 to check for class cancellations.

ANNOUNCEMENT: The Northeast will Pilot HCSIS electronic reporting for Incidents, Investigations, Medication Occurrences, Restraints, Death Reporting, Health Care Record and other modules and user administration. DMR will work with staff and providers to ensure access to support during the Pilot process. By conducting the Pilot in a whole Region, we will have sufficient volume of activity to test all the components of HCSIS before rolling it out to the other regions and facilities.

Provider Readiness: Providers will be receiving the first of many packages of information to assist them in beginning to assess what they need to think about in preparing to report incidents and other events electronically. This is the first step to implementing a comprehensive electronic reporting and information management that provider organizations will share with DMR. Information they input will also be available for them to analyze and aggregate. The information coming their way will highlight the work flow of the incident management process and describe the hardware and software requirements to run the system. The training they are enrolling in now will give them the revised incident reporting process. Later they will receive computer-based training in how to report incidents and other events using the unique features of HCSIS.

HCSIS ARROW



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Remember: Please pass this Alert! on to others in your organization.

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Help Desk: The Help Desk group has been busy trying to set up processes for securing access for provider and DMR staff to the Virtual Gateway, through which you will access HCSIS. The process will require providers identifying individuals within their organizations who will be using the electronic system. Through an application to the Virtual Gateway, providers and their designated staff will receive authorization to access HCSIS through the EOHHS portal. Then DMR will set up users in HCSIS. The provider will receive notification that they can now assign the appropriate roles to those staff who have been approved for access. Providers will be responsible for assuring that staff receive the appropriate level of access to do their jobs within the electronic reporting system. The Welcome Package from the Virtual Gateway will include legal forms and agreements that will need to be signed. Many providers are already registered to access other services through the Virtual Gateway, such as Common Intake, MassHealth information, or Vocational Rehabilitation information, for example. HCSIS will be another service that approved providers will be able to access. Plan to hear more about this process in coming issues of the Alert!

Testing: The testing session begins January 18, 2006 and all DMR and Provider testers have been registered. Training on HCSIS for testers will be available on-line on January 9, 2006. Each test session will be conducted by a Testing Manager, a Team HCSIS representative, and a DMR Manager. End users will be testing the various HCSIS modules to make sure that HCSIS works as designed. They will be executing test scenarios, documenting problems identified during testing, and retesting problem fixes as needed.

Remember:

1. Share this Alert! with other people in your organization
2. Make sure to sign up for training - providers should try for earlier dates so as to have time to take training back to your organizations
3. See the first issue of HCSIS Alert! For an overview of the project
4. Contact Hans Toegel at DMR Central Office with questions at: (617) 624-7781 or by email at Hans.H.Toegel@dmr.state.ma.us

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Here is a copy of the sign-up information for the revised Incident Reporting process that appeared in the memo sent out by Valarie Oresto, DMR Training Director.

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Below are the dates, times and locations of these trainings scheduled for the month of January 2006. Trainings will be conducted employing the **train-the-trainer model**. Accordingly organizations need to identify individuals who can "teach" this process to their direct care staff. Please send individuals who can be utilized in this capacity.

For DMR employees: Area Offices, Regional Offices, Facilities, State-Ops, and alike must send a representative(s) who can facilitate training for staff at their locations. It is expected that everyone be represented. **Everyone must use the new business process and reporting system.**

Registration may be made by email to: Emma.Pemberton@state.ma.us. Please include the names of the individuals attending, the date of the desired training and the time slot as there are two trainings per day, 9am - 12pm and 1pm - 4pm.

Thank you for your anticipated participation.

Valarie Oresto
Director of Training, DMR - Central Office
500 Harrison Ave., Boston, Ma. 02118
Valarie.oresto@state.ma.us

HCSIS IR BUSINESS PROCESS TRAINING TWO SESSIONS PER DAY: 9 - 12PM AND 1 - 4PM UNLESS NOTED:

1/9/06 DMR Hogan Auditorium in Danvers
1/10/06 DMH office at 1 Prince St. in Northampton 2nd floor
1/11/06 DMR Hogan Auditorium in Danvers
1/17/06 DMR Graves Auditorium at Wrentham
1/18/06 New Bedford at Life Streams in the UMass room on the ground floor
1/20/06 DMR Graves Auditorium at Wrentham * 1 - 4PM session only
1/24/06 DMH Auditorium at Fuller MHC, 85 Newton Street - Boston
1/25/06 DMR Springfield AO at 436 Dwight St.
1/27/06 DMH in Westborough at the Rodriguez Auditorium Westboro State Hospital, Lyman St., Hadley Building, 2nd floor * 1 - 4PM session only
1/30/06 DPH at Tewksbury Hospital Saunders Bldg, Events Room
1/31/06 DMH in Worcester at the Chapel Worcester State Hosp. Bryan Bldg, 305 Belmont St.
* 9:30 - 12:30 and 1:30 - 4:30 sessions